

**Percent for Art
Budget Report Form Instructions**

Total Construction Budget:

The Percent for Art funds are figured at 1% of the construction budget, not the total project budget.

Total Percent for Art Budget:

This should appear as a line item on the architect's budget sheet. If not, it is figured as stated above.

Percent for Art Administrative Budget:

1 0% of the Percent for Art funds may be used to offset the costs of the art selection process.

Honoraria offered to artists in requests for proposals may exceed this figure.

Committee Travel:

Travel expenses may be paid to the project architect and to the Maine Arts Commission volunteer arts professionals. Travel to and from meetings as well as committee visits to studios and galleries may be compensated. The allowable rate is 28 cents per mile plus tolls. Committee members must bill for these expenses and must include social security numbers.

Payments to Artists (administrative):

In competitive projects, artists are commonly offered travel reimbursement and honoraria to cover some of the expense of preparing proposals. Honorarium payments may come out of the art purchase budget if they exceed the allotted administrative funds. Travel is compensated at 28 cents per mile plus tolls. Artists must bill for these expenses and must include social security numbers.

Advertising:

In certain types of competitions, advertisements may be placed in newspapers and magazines. The administrative funds may be used to purchase advertising space.

Plaque(s) / Label:

Allowable Administrative expense.

Maine Arts Commission service fee:

Pursuant to the Percent for Art Act and Rules, the Maine Arts Commission charges 5% of the Percent for Art amount for administrative costs of facilitating the art selection process.

Other:

Expenses allowed include postage, photocopies, long-distance telephone calls, and consultant fees. Often these expenses are absorbed by the contracting agency.

Purchase of Artwork:

Artwork purchased directly is paid for at the time of purchase. Artwork commissioned from specific artists is purchased under contract between the artist and the contracting agency. Payments are made according to the contract, and must be billed for by the artist, including his/her social security number.